

Maine Conservation Corps

Field Team Leader, Assistant Team Leader, Field Team Member
and Environmental Educator

- ✓ Please read over the entire application before filling it out.
- ✓ Type or print neatly in ink.
- ✓ Print your full name at the bottom of each page in case pages are separated.
- ✓ If you need additional space to complete or explain an answer, use a separate sheet of paper.
- ✓ Use the checklist below to ensure that your application packet is complete.

RETURN APPLICATION TO:

Maine Conservation Corps

124 State House Station ♦ Augusta, ME 04333-0124

Please contact the Maine Conservation Corps office if you have any questions

207-624-6085 ♦ 1-800-245-5627 (Maine only)

email: corps.conservation@maine.gov

Application Checklist (make sure the following items are in your completed application packet)

- ☐ MCC application form
- ☐ Personal motivation statement
- ☐ Two completed Reference Forms – can be submitted direct from your reference
- ☐ Resume and Cover Letter (optional but highly recommended)
- ☐ Transcripts from any college listed in the application – **Optional - Not required for Field Team Applicants**
- ☐ Proof of age /citizenship (copy of birth certificate or passport to show you are at least 18 years of age)
- ☐ Copy of your driver's license and a 5 year driving report from the Motor Vehicle Department of your home state – **We do not accept reports from Drivereport.com**

**All applicants selected for our Field Team program will be required
to submit their immunization record and have a recent physical.**

APPLICANT PROFILE

1. Indicate the POSITION you are applying for:

☐ Field Team Leader ☐ Asst. Team Leader ☐ Field Team Member ☐ Environmental. Educator

2. If selected, when is the earliest day you could start _____ Latest day you could stay _____

3. Name _____ 4. Date of Birth _____
Last First Middle I. Month Day Year

5. Are you a United States Citizen, National, or lawful Permanent Resident Alien? ☐ Yes ☐ No

6. Current Address: (All information will be sent to this address unless you notify us of a change)

Number and Street City State Zip

Home Phone ☐ Work or ☐ Cell Phone E-Mail

7. Permanent Address: (where you can always be reached, such as that of a parent or guardian)

Number and Street _____ City _____ State _____ Zip _____

Home Phone _____ ☐ Work or ☐ Cell Phone _____ E-Mail _____

8. Phone Number where messages can be left: _____

9. First Aid Training:

☐ None ☐ Community First Aid ☐ Wilderness First Aid ☐ First Responder ☐ EMT

10. Check all that apply:

☐ Currently enrolled in high school - anticipated graduation date _____ ☐ High School Diploma
☐ GED ☐ Some College ☐ Associates Degree ☐ Bachelor's Degree ☐ Graduate Degree

I certify, under penalty of law, that I have completed high school or its equivalent or will obtain a high school diploma prior to using the education award. _____

Signature (Required)

11. Beginning with the most recent, list all schools attended, (use additional sheets, if necessary).

A. Name of School _____ **Dates Attended** _____ to _____
Location of School: City _____ State _____
Major/Minor _____ **Area of Study** _____
Type of Degree or Certificate _____ **Date Rec'd or Expected** _____

B. Name of School _____ **Dates Attended** _____ to _____
Location of School: City _____ State _____
Major/Minor _____ **Area of Study** _____
Type of Degree or Certificate _____ **Date Rec'd or Expected** _____

LEGAL

Answer all the following questions. Criminal conviction/adjudication may or may not disqualify you. Do not include minor traffic violations.

12. Have you been: convicted of any criminal offense? a juvenile offender? on probation or parole? currently facing charges for any offenses or are any civil suits or judgments pending against you? On probation or parole?

☐ YES ☐ NO Date _____ Place _____ Charge _____ Action Taken _____

13. I have a valid driver's license in the state of _____ **License #** _____

EMPLOYMENT HISTORY

14. Positions held. Begin with your most recent position. You may submit resume or additional sheets

A. Present/Most Recent Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____	Tel.# _____	
Address _____		City _____	State _____	Zip _____
Responsibilities:				
Reason for Leaving:				

B. Past Employer _____ From _____ To _____				
Your Title _____		Hours/Week _____	Tel.# _____	
Address _____		City _____	State _____	Zip _____
Responsibilities:				
Reason for Leaving:				

REFERENCES

15. Two references are required. Please select people who know you well and are familiar with your background. **You should not ask a family member, friend, classmate or co-worker to serve as a reference.** Consider asking supervisors, teachers or someone else familiar with your work experience, academic performance or community involvement. Please email or mail a copy of the MCC reference form to each of the people you identify.

Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____

Name _____	Position _____	Organization _____
Phone _____	Email _____	Relationship to You _____

SKILLS AND EXPERIENCE

On a separate sheet of paper, provide information about the following.

16. Describe any experience you have working with volunteers, with youth or providing environmental education.

17. List any outdoor activities and your experience level for any outdoor pursuits that you enjoy, including hiking, backpacking, camping, canoeing, etc.

18. List any sports, clubs, or other groups you participate with.

19. Describe your experience with any trades such as carpentry, mechanics, and masonry.

20. List computer and technical programs and software you are familiar with.

PERSONAL MOTIVATION STATEMENT

On a separate sheet of paper, answer the following question in essay form.

21. Why do you want to join the Maine Conservation Corps?

CERTIFICATION

Your application must be certified with your original signature in ink. Please read carefully before signing. Unsigned applications and applications with photocopied signatures cannot be considered for admission.

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as a Maine Conservation Corps Member. I also understand that the information provided herein may be used to process my application for acceptance into the MCC and for other general routine purposes by the Maine Conservation Corps and it will not be disclosed outside of these entities without prior written permission.

I understand that the Maine Conservation Corps and any of their host Sites will be checking my references to learn about my work history and personal character. I understand these references are confidential. I give my permission for the MCC and any of their host Sites to contact any person or organization that would be useful in assessing my appropriateness for the position.

I further understand that the Maine Conservation Corps will submit my information to the FBI to perform a criminal background check.

Signature

Date

PLEASE HELP US – How did you find out about the Maine Conservation Corps program?

- | | | |
|---|---|--|
| <input type="checkbox"/> Former MCC Member | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Television Story |
| <input type="checkbox"/> High School Guidance Counselor | <input type="checkbox"/> Email/Listserve | <input type="checkbox"/> Maine State Career Center |
| <input type="checkbox"/> College/Career Planning Office | <input type="checkbox"/> Internet Website _____ | <input type="checkbox"/> Radio |

OPTIONAL INFORMATION – Economically disadvantaged applicants may be able to receive preference for admissions. If you would like to be considered for this preference, please answer the following.

Including yourself, how many people live in your household? _____

What is your total household income from all sources per year? _____

Do you or members of your household receive public assistance such as **TANF or Food Stamps**?

☐ Yes, please specify: _____ ☐ No

Do you have children who rely on you as their primary caretaker or financial support? ☐ Yes ☐ No